



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

SEP 25 2017

OFFICE OF  
CHIEF FINANCIAL OFFICER

**MEMORANDUM**

**SUBJECT:** Volunteer Charging Guidance for Hurricane Related Costs

**FROM:** Jeanne Conklin, Controller  
Office of the Controller

*Meshell Jones Peeler*  
*for*

**TO:** U.S. EPA Federal Emergency Management Agency Volunteers

Thank you for volunteering to assist the Federal Emergency Management Agency in the response and recovery from recent hurricanes. As you know FEMA will reimburse the U.S Environmental Protect Agency for your travel and overtime costs. To assist in easily identifying those costs, we will need you to work with your Senior Budget Officer or Regional Comptroller to attach the code HV00 to the accounting related to your travel and overtime.

FEMA issued a Mission Assignment to define the scope of work and time period for deployed volunteers. All related travel and overtime for deployed volunteer staff is covered by the FEMA Mission Assignment. Be sure to use the appropriate reimbursable accounting information and project code for travel and overtime. Base salary for deployed volunteers is funded from the EPA's appropriation.

**Travel -** You will or have been instructed to prepare your travel authorization in Concur. It is understood you will need to amend the TA for the actual date and the various destinations that are unknown at this time. When you initiate your TA, please:

1. Identify the TA is for "emergency travel" on the TA and when you call BCD
2. Put your first travel date as the day you travel to Alabama for training.
3. Set the travel end date at least 45 days out to cover your volunteering dates.
4. Call the EPA Travel Help Desk, 513-487-346, to add the cross-funding information: Org: EPAOARM85OHROSHQ, Label: 17 FEMA Hurricane Response CF
5. Use the accounting line **17/18 BR 85IRX01 ZZZGF2 HV00**
6. Include the project code "**HV00**"

All travel arrangements should be made by calling BCD Travel at 1-866-964-1346 with reference to your original TA to record and attach all related travel under one authorization. Inform BCD Travel that you are in an emergency travel status if you do not have a TA completed and you are expected to travel within 48 hours. If you make your initial reservations in Concur, you must check the box "Emergency Travel" on the Confirm Booking page so that the tickets are issued immediately.

When you return, amend your TA with the known locations, and any other changes that occurred before you complete and file your travel voucher. This could also include amending the accounting line to make sure it charges against the charging code of HV00 project.

**Overtime** - Overtime will be paid from the FEMA Mission Assignment. Deployed volunteers should report their overtime to the HV00 Project Code.

***EXAMPLE ACCOUNT CHARGING FOR OVERTIME***

***Charging Overtime:***

***“Added favorite”***

Mission Assignment.

17/18 BR 85IRX01 ZZZGF2 HV00 100%

Reminder - Overtime hours must be approved in advance and documented using EPA Form 2560-7 (rev. 5/09), Request for Overtime Authorization, available in EPA Webforms  
<http://intranet.epa.gov/webforms/>.

Remember, all volunteer related correspondence, including emails, should be retained as documentation in the responsible office. Should you have questions, please contact [OCFO\\_Financial\\_Policy@epa.gov](mailto:OCFO_Financial_Policy@epa.gov).

To: Timothy Fontaine  
Susan Gitlin  
Kristina Sandfoss  
Kent Smith  
Allyn Stern  
Gregory Toth  
Kendrick Young  
Liang Zhang

cc: Eric Berman  
Lance McCluney  
Jaunita Standifer  
Russ Harmon  
Cory Bonnell  
Regional Comptrollers  
David A. Bloom  
Howard K. Osborne  
Meshell Jones-Peeler  
Sherri' L. Anthony  
Aileen Atcherson  
Hamilton Humes  
Kathy Sullender  
Bobby Moore  
Dan Coogan  
Brendan Roache